

AGENCY NAME: U.S. Environmental Protection Agency (EPA), Region 2

FUNDING OPPORTUNITY TITLE:

Strategic Agricultural Initiative (SAI) Grant Program FY2010

FUNDING OPPORTUNITY NUMBER: EPA-R2-DECA-PTSB-10-01

ANNOUNCEMENT TYPE: Initial Announcement FY2010

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: CFDA

66.716 – Surveys, Studies, Demonstrations, Educational Outreach, and Special Projects

DUE DATE: The closing time and date for receipt of application packages by hard copy or by electronic submission via grants.gov. are: **April 12, 2010, 5 PM Daylight Savings Time.** Applications received after the closing date and time will not be considered for funding.

EXECUTIVE SUMMARY: EPA Region 2 is seeking applications from eligible organizations that will promote the transition to reduced-risk pest management practices in agriculture to protect human health and the environment.

The SAI program focuses financial resources primarily on minor agricultural crop production. Grant funding assistance under this program is generally available to: States, U.S. territories or possession, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, local governments, individuals, and international entities. For profit organizations are not eligible. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are also not eligible to apply. Grant activities that are supported under the SAI program and this Request for Applications (RFA) include: education, extension, demonstration, and studies for Food Quality Protection Act (FQPA) transition and reduced risk pest management practices in agriculture. Project activities should support achieving the adoption of reduced risk pest management practices, and/or ecologically based Integrated Pest Management (IPM).

FUNDING/AWARD: The total estimated funding for this competitive opportunity is approximately **\$200,000.**

EPA Region 2 anticipates awarding 2 grants from this announcement, subject to the availability of funds, the quality of proposals received, and other applicable considerations.

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I. FUNDING OPPORUNTIIY DESCRIPTION:

A. Authority

The statutory authority for this grant program is Section 20 of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), 7 U.S.C.§136 which authorizes the Agency to issue research grants and cooperative agreements for research, development, monitoring, public education, training, demonstrations and studies. For international activities, Section 20 of FIFRA is supplemented, as appropriate, by the National Environmental Policy Act, Section 102(2)(F).

The Catalog of Federal Domestic Assistance (CFDA) 66.716 description for this program states that the intended use of these funds is to: “support Surveys, Studies, Investigations, Training Demonstrations, Educational Outreach and Special Purpose assistance relating to the protection of public health and the environment from potential risk from toxic chemicals to come”.

B. Program Description

1. Program History:

The 1996 FQPA established health based standards for pesticide residues in raw and processed food. It was intended to protect public health from exposure to pesticides and to create an environment favorable for the development and adoption of lower risk, effective crop protection tools for U.S. agriculture. The EPA, the U.S. Department of Agriculture (USDA), and numerous agricultural organizations have worked, and are continuing to do so, on efforts to implement the FQPA. The EPA established the SAI regional programs to facilitate partnership activities to reduce pesticide risks in agriculture. For more background information on FQPA, visit the EPA website at <http://www.epa.gov/pesticides/regulating/laws/fqpa/>.

2. Program Goals and Objectives - The goals of the Strategic Agricultural Initiative program are to:

- Demonstrate region specific pest management practices/technologies and integrated crop management systems to replace pesticide options that have been removed via Agency regulatory actions.

- Encourage partnerships between producers, commodity groups, scientists, extension, local/state/federal government agencies, and other stakeholders to demonstrate, promote, and adopt economically viable reduced risk/IPM practices in the field, utilizing outreach and education.
- Quantitatively measure and document the effects and impacts of using the reduced risk/IPM programs on the environment, human health and community.

Applicants **must** propose projects that address at least two of the above goals/objectives in their application submission.

3. Program Purpose and Scope- The SAI

(<http://www.epa.gov/pesticides/grants/aginitiative.htm>) was developed as EPA's outreach program to demonstrate and facilitate the adoption of farm pest management practices that will enable growers to transition away from the use of high-risk pesticides.

The SAI encourages the development of pest management practices and products that are less toxic, effective and supports the implementation of FQPA. The in-field adoption by farmers of potential low-risk integrated crop or pest management tools and strategies is a priority. The program supports innovative efforts that enable growers to decrease reliance on agricultural chemicals while maintaining economic viability. This can be done by developing, demonstrating and/or applying reduced-risk alternatives and ecologically-based integrated approaches to pest management.

National Pesticide Program Stewardship Priorities for the SAI:

Applicants must address one or more of the *pesticides* or *agricultural* priority issues as identified below in their application submittal:

National Pesticide Program Stewardship Priorities

Pesticides for which reduced risk pest management alternatives are sought, especially on minor crops:

1. Azinphos methyl (AZM)
2. Soil fumigants (chloropicrin, dazomet, metam sodium/potassium)
3. Strobilurin fungicides
4. Carbofuran in spinach seed production
5. Lindane seed treatment for seed maggots in vegetable crops

Agricultural issues involving pesticides for which Integrated Pest Management (IPM) advancements are sought:

1. Resistance management tools and approaches
2. Water quality and runoff issues
3. Pollinator protection issues
4. Endangered species protection
5. IPM approaches for controlling rodents and predators in livestock operations
6. Urban/rural interface and volatile pesticides
7. Repeating emergency exemption requests on minor crops (2008-09) as listed in the table below

Crop	Pest(s)	EPA Region(s)	State(s)
Raspberry	Nematodes	10	WA, OR, ID
Cranberry	Dodder	1	MA
Ginseng	<i>Alternaria & Phytophthora</i>	5	MI, WI
Mushrooms	Green mold	3, 10	DE, MD, PA, OR
Walnut	Blight	9	CA
Raised honeybees	Varroa mite	1 – 10	National
Citrus	Post bloom fruit drop	4	FL
Fruiting vegetables (especially tomato)	White mold	2, 3, 4	FL, NJ, VA

C. SAI Linkage to EPA Strategic Plan and Anticipated Outputs/Outcomes

The assistance agreement(s) awarded under this RFA: EPA-R2-DECA-PTSB-10-01 will support EPA Strategic Plan Goal 4 - Healthy Communities and Ecosystems; Objective 4.1 - Chemical, Organism and Pesticide Risks; Sub-Objective 4.1.5– Realize the Value of Pesticide Availability. Through 2011, ensure the public health and socio-economic benefits of pesticide availability and use. The EPA’s 2006-2011 Strategic Plan is available at: www.epa.gov/ocfo/plan/plan.htm.

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*”, EPA requires all applicants and recipients to adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature, and in how they are they measured. The application should demonstrate a clear linkage between the relevant goals listed in the *EPA Strategic Plan (2006-2011)* and the projects expected outputs and outcomes.

1. *Outputs*. The term “output” means an environmental activity, effort or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. The anticipated outputs of these projects to be awarded under this RFA include: a) educational and outreach materials for growers; b) conferences, seminars, and on-site field training; c) partnerships established between federal and non-federal programs to provide reduced risk/IPM programs for minor crop producers; and d) acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.

2. *Outcomes.* The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period. The anticipated outcomes of the projects to be awarded under this RFA include: 1) increase the number of growers using reduced risk/IPM tools and techniques; 2) measure quantitative and qualitative reduction in the use of higher risk pesticides or pesticides in general; and 3) support partnerships between crop producers, EPA, other federal/state/local agencies, and other interested stakeholders to implement reduced risk/IPM programs and to leverage funds from other sources to increase the scope of the SAI program.

II. Award Information

A. Amount of Funding Available

Under this competition, Region 2 anticipates awarding approximately \$200,000 for approximately 2 awards ranging in amounts from approximately \$75,000 to 100,000. All indirect costs must be included in the maximum funding amount. Should the amount available for funding change, the Agency will make grant awards based on the actual funding received. Funding for this project is not guaranteed and is subject to the availability of funds and the evaluation of submissions based on the criteria in this announcement, and other applicable considerations.

B. Funding Type

The funding for selected projects will be in the form of a grant awarded under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.

C. Total Number of Awards

EPA expects to make approximately 2 awards under this RFA; however, the exact number of awards to be made under this announcement will depend on individual proposals, the availability of funds, and the quality of applications received, and other applicable considerations. Applications to supplement existing projects are eligible to compete for new awards.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

D. Start Date/Project Duration

Award funds for the selected proposals are expected to be available in August 2010. Proposed project periods may be up to two (2) years.

E. Disclaimer

EPA Reserves the right to reject all proposals and make no awards.

F. Funding Restrictions

Indirect costs must be included in the funding amount. In accordance with 40 CFR 30.25 (f), "Recipients are authorized without prior approval or a waiver to: (1) Incur pre-award costs 90 calendar days prior to award. (i) Pre-award costs incurred more than 90 calendar days prior to award require the prior approval of the EPA Award Official. (ii) The applicant must include all pre-award costs in its application. (iii) The applicant incurs such costs at its own risk (i.e., EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs). (iv) EPA will only allow pre-award costs without approval if there are sufficient programmatic reasons for incurring the expenditures prior to the award (e.g., time constraints, weather factors, etc.), they are in conformance with the appropriate cost principles, and any procurement complies with the requirements of this rule".

III. Eligibility Information

A. Eligible Applicants

Assistance under this RFA is available to States, U.S. territories or possession, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, local governments, individuals, and international entities. For profit organizations are not eligible. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are also not eligible to apply.

B. Cost Sharing or Matching

Matching funds are not required.

C. Threshold Eligibility Criteria

To be eligible for consideration under this announcement, applicants **must** meet **all** of the threshold criteria as listed below. Failure to meet all of the following criteria will result in the automatic disqualification of the proposal for funding consideration. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of ineligibility determination.

- 1) The applicant **must** be an eligible applicant in accordance with Section III.A.
- 2) Implementation of all projects **must** occur within one or more of the states/territories of EPA Region 2 (New York, New Jersey, Puerto Rico, Virgin Islands, and Tribal Nations located in New York State).
- 3) All proposed project activities and costs **must** be eligible under the EPA grant authority, Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20, as amended by Public Law 106-74.
- 4) a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the project narrative, pages in excess of the page limitation will not be reviewed.

b. In addition, applications must be received by the EPA or through www.grants.gov, as specified in Section IV of this announcement, on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

c. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical issues associated with www.grants.gov. For hard copy submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Adrian Enache, Region 2 Contact as soon as possible after the submission deadline; failure to do so may result in your application not being reviewed.
- 5) Applications **must** address two or more of the three goals of the Strategic Agricultural Initiative program listed above in the “Goals and Objectives” in Section I.B.2 of this announcement. Funding cannot be used for basic research. However, proposed projects may include a component for applied on-farm research.

- 6) Applicants **must** select one or more of the identified National Pesticide Program Stewardship Priorities for the Strategic Agricultural Initiative as described above in Section I.B.3 of this announcement.
- 7) The submission **must** include the following: Declared SAI Transition Gradient number (0-5 Rating) from the “SAI Transition Gradient” listed below. Rating **must** be provided at the beginning of the project.

Strategic Agricultural Initiative (SAI) Transition Gradient

- | | |
|----------|--|
| 0 | No transition, growers resist any change. |
| 1 | Growers are interested in learning about reduced-risk pest management practices |
| 2 | Reduced-risk pest management practices have been initiated at the grower level on a pilot basis. |
| 3 | Growers utilize key management practices to determine pest management needs. |
| 4 | Full implementation of reduced-risk pest management practices. |
| 5 | Adoption of a <i>whole systems</i> approach. |
- 8) EPA will consider only one (1) submission by each individual investigator. If more than one submission is received from the same investigator, only the first proposal received will be considered. Submissions from different investigators within the same organization are acceptable.
 - 9) Congress has prohibited the use of federal funds to award grants to the Association of Community Organizations for Reform Now (ACORN) or any of its affiliates, subsidiaries, or allied organizations and therefore in order to be eligible for funding consideration under this competition all applicants must affirmatively indicate in their proposal that they are not subject to this prohibition. In addition, since this funding prohibition applies to subawards/subgrants and contracts awarded by grantees, applicants must consider it when preparing proposals.

IV. Proposal and Submission Information

A. Application Package

Applicants can download individual grant application forms from EPA’s Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.htm>

To obtain a hard copy of materials, please send an email or written requests to the EPA Region 2 Contact listed in Section VII of this announcement.

Submissions **must** be received by Adrian Enache, EPA Region 2 Contact (or through www.grants.gov) on or before **April 12, 2010, 5 PM Daylight Savings Time**, as specified below. Applicants are responsible for ensuring that their application reaches the designated person/office specified in this section of the announcement by the submission

deadline. Applicants **must** strictly adhere to this deadline, and electronic submittals must be free of electronic viruses, Trojan horses or other harmful programs.

B. Format and Content of Application Submission

The following forms and documents are required to be submitted under this announcement regardless of the mode of submission:

***** Please Note:** If you are submitting your application via grants.gov, the forms will be included in the electronic application package (with the exception of #6 which must be downloaded and then attached to submission).

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)
5. Certification Regarding Lobbying OR “Grants.gov Lobbying Form” if applying via grants.gov
6. EPA Form 4700-4 Pre-award Compliance Review Report -the form may be downloaded from http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf
7. Project Narrative - Prepared as described below
8. Budget Narrative Form - Budget Detail as described below
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Negotiated Indirect Cost Rate Agreement, if applicable

1. **Signed Standard Form (SF) 424** - Application for Federal Assistance (SF-424): Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. *NOTE:* A Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included on the SF-424 application form. A DUNS number can be obtained by calling 1-866-705-5711; there is no cost to obtain the number.
2. **Standard Form SF 424A** – Budget Information Non Construction Programs: Clearly state the requested funding amount for each of the budget categories under Section B for the entire project period. The total amount of federal funding requested for the two (2) year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should be indicated on line 22.

If you are submitting a hard copy proposal, blank SF-424 and SF-424A forms can be found at <http://www.epa.gov/ogd/AppKit/application.htm>.

3. **EPA Form 5700-54, Key Contacts Form** - Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the

electronic application package by using the "Other Attachments Form" in the "Optional Documents" box. (See Application Preparation and Submission Instructions below for more details.)

4. **Assurances Non-Construction Program Certification (SF) 424B** - Complete the form. There are no attachments.
5. **Certification regarding Lobbying** - Also called "Grants.gov Lobbying Form" if applying via grants.gov. Complete the form. There are no attachments.
6. **EPA Form 4700-4, Pre-Award Compliance Review Report** - Complete the form. The form may be found at: <http://www.epa.gov/ogd/forms/adobe/4700-4sec.pdf>
7. **Project Narrative** - The project narrative, including items a-d below, must be submitted as a single Adobe PDF file. The project narrative must be 12 single-spaced pages or less, typewritten on 8.5 x 11 inch paper. Pages in excess of the page limitation will not be reviewed.

PROJECT NARRATIVE FORMAT:

a. Cover Page

Provide the following information:

Title and Date of this Funding Opportunity Announcement: EPA Region 2 Strategic Agricultural Initiative Program: Request for Applications FY2010

Funding Opportunity Number: EPA-R2-DECA-PTSB-10-01

PROJECT TITLE:

PROJECT COORDINATOR:

Organization:

Address:

Telephone No.:

E-mail address:

Fax No.:

PROJECT DURATION:

TOTAL BUDGET REQUEST:

First Year Funding:

Second Year Funding:

Total EPA Funding Request:

b. Executive Summary:

The Executive Summary should not exceed one page. It should summarize what is being proposed and what the project will accomplish regarding measuring or movement toward

achieving project goals. This summary shall identify the measurable results expected such as agronomic impacts, pest impacts, and impacts on realizing the benefits of pesticide availability, environmental impacts and potential human health benefits.

c. Table of Contents:

A one page table listing the different parts of the application and the page number on which each part begins.

d. Narrative Workplan:

The narrative workplan should include the information below and information addressing the requirements in Section I, any threshold eligibility factors in Section III, and the evaluation criteria in Section V, and be organized as follows:

Part 1. *Project Title:*

Part 2. *Objectives:*

A numbered list (1, 2, etc.) of concisely written project objectives - in most cases, each objective can be stated in a single sentence. Identify which of the goals/objectives from Section I.B. 2 of this announcement are addressed by the project and how they will be addressed. Also, address which priorities from Section I.B.3 will be addressed by the project and how they will be addressed.

Part 3. *Justification:*

For each goal/objective listed in Part 2 above, discuss the potential outcome in terms of pesticide risk and/or pesticide use reduction, agronomic impacts, environmental and/or human health. If appropriate, the target pest(s), crop(s) and pesticide product(s) should be explicitly stated. This section should be numbered with a justification corresponding to each objective.

The project objectives must reflect the “**Program Goals and Objectives**” as outlined in Section I.

Part 4. *Project Narrative/Workplan:*

Describe in detail how the project will be carried out.

Include main project activities, anticipated outcomes, outputs and deliverables. Describe how the system or approach will achieve the program goals. Describe in detail how the project will work with various partners, for example: producers, production specialists, agricultural product marketing professionals, etc.

Explain how the project ensures public health and the socio-economic benefits of pesticide availability and use.

Describe in detail how the information gained from the project will be shared with the agricultural community and other stakeholders.

Part 5. *Performance Measures and Expected Outcomes/Outputs:*

The project workplan must include a plan for tracking and measuring progress towards achieving the expected environmental outputs/outcomes including those identified in Section I of this Announcement. For example, the workplan should explain what will be

accomplished under each of the objectives during the project, the individuals responsible for the activity, and when completion of each objective is anticipated.

Also, identify how you will evaluate the success of the program in terms of measurable environmental results. How and with what measures will humans or ecosystems be better protected as a result of the program?

The section **must** also describe how the project will address the following measures in the workplan:

- 1) Number of acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with bio-pesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
- 2) Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.
- 3) Declared SAI Transition Gradient number (0-5 Rating) from the “SAI Transition Gradient” listed below; rating **must** be provided at the beginning and close of the project.

Strategic Agricultural Initiative (SAI) Transition Gradient

- | | |
|----------|--|
| 0 | No transition, growers resist any change. |
| 1 | Growers are interested in learning about reduced-risk pest management practices |
| 2 | Reduced-risk pest management practices have been initiated at the grower level on a pilot basis. |
| 3 | Growers utilize key management practices to determine pest management needs. |
| 4 | Full implementation of reduced-risk pest management practices. |
| 5 | Adoption of a <i>whole systems</i> approach. |

Part 6. Programmatic Capability and Past Performance:

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 3 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Part 7. Major Participants:

List all participating farmers/ranchers, farm/ranch organizations, researchers, educators, and others having a role in the project. Provide: name, organizational affiliation/occupation (such as farmer), and a description of the role each will play in the project. A brief resume should be submitted for each major researcher or other educator.

8. Budget Narrative:

Please submit a detailed budget with narrative, explaining/outlining the need for funding under each of the appropriate budget categories as listed below. Link each task or activity from the project work plan to the associated resources needed to accomplish the activity.

Personnel: Include only direct costs for salaries of those individuals who will perform work directly for the project. You must identify the personnel type by full time employee. Personnel costs do not include: costs for services of consultants, contractors or other partner organizations. Include the requested federal and any non-federal cost share in these estimates.

Travel: Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period.

Equipment: Include only equipment proposed to be purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include cost for each item.

Supplies: Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. Example: office supplies, computer supplies, etc.

Contractual/Consultant Services: List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Include a brief description of the scope of work or services to be provided.

Other Direct Costs: Include only those types of direct costs that do not fit in any of the other budget categories. Examples include: printing/photocopying and sub-award costs.

Sub-awards: Any award of financial assistance by any legal agreement made by the recipient to an eligible sub-recipient.

Please include enough detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see

<http://www.epa.gov/ogd/recipient/tips.htm>

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

9. *Disclosure of Lobbying Activities (SF-LLL): If applicable.*

10. *Negotiated Indirect Cost Rate Agreement:* If indirect costs are included in the Project Budget. If applying via grants.gov, please use the: "Other Attachments Form" in the "Optional Documents" box to attach a copy of your organization's Indirect Cost Rate Agreement, if applicable. You **must** submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

C. Contracts and Sub-Awards:

Can funding be used for the applicant to make sub-awards, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners, co-applicants, or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide sub-grants or sub-awards of financial assistance, which includes using sub-awards or sub-grants to fund partnerships, provided the recipient complies with applicable requirements for sub-awards or sub-grants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify sub-awardees/sub-grantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific sub-awardee/sub-grantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with sub-award/sub-grant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of sub-award at 40 CFR 30.2(ff) or sub-grant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a sub-award/sub-grant as the funding mechanism.

How will an applicant's proposed sub-awardees/sub-grantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named sub-awardees/sub-grantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the sub-award/sub-grant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use sub-awards/sub-grants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named sub-awardees/sub-grantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

D. Other Submission Information:

Confidential Business Information (CBI): In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals, or portions thereof, that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, competitive

proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

Commitment Letters: Letters of Commitment from all partners collaborating on projects must be submitted with the full application package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner(s), and include the partner's telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the full application package as described below. Commitment letters sent directly to EPA Region 2 will not be accepted. Commitment letters must describe the role of the project partner(s) in the project. Applications for projects that have listed partners but do not include commitment letters from every listed project partner may face a reduction in score during the evaluation process. Please do not send letters of general support or from those not directly involved in the project; they will not be used in the evaluation and review process.

Intergovernmental Review: Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your project is selected for funding.

Pre-Application Assistance and Communication: In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

E. Application Submission Method

Applicants have the option to submit their application packages in one of three ways. Please select only one option for submitting your application package:

- 1) Hard copy via Standard 1st Class Mail delivery by U.S. Postal Service;
- 2) Hard copy via express delivery (UPS, Fed Ex, USPS);
- 3) Submission via Grants.gov

Applications will **not** be accepted via fax.

All applications **must** be prepared, and include the information, as described in Section IV.B, regardless of mode of submission.

1. Directions for Hard Copy Submission (Options 1 and 2)

Please provide two (2) original hard copies of the application package (including signed, dated and completed SF 424 and SF 424A forms), and one electronic copy on a CD ROM. To reduce paper use, applicants are requested to submit double-sided printed proposals.

Hard copy proposals and disks must be sent to the EPA Region 2 Contact listed in Section VII of this announcement.

All hard copies of proposal packages must be received by: **April 12, 2010, 5 PM Daylight Savings Time.**

2. Directions for Submission via Grants.gov (Option 3)

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package" to download the compatible Adobe viewer and obtain the application package. **To apply through Grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R2-DECA-PTSB-10-01, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the "Find Grant Opportunities" button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **April 12, 2010 5 PM Daylight Savings Time.**

Please submit *all* of the application materials listed below. Please see Section IV. B. of this announcement for additional descriptions and instructions regarding these materials.

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)

5. Certification Regarding Lobbying (Or “Grants.gov Lobbying Form” if applying via Grants.gov)
6. EPA Form 4700-4 Pre-award Compliance Review Report – The form may be found at: http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf, and attached to the submission.
7. Project Narrative - Prepared as described in Section IV. B. above
8. Budget Narrative - As described in Section IV. B. above
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Negotiated Indirect Cost Rate Agreement, if applicable

Application Preparation and Submission Instructions

Documents 1 through 8 (except number 6 which should be downloaded and attached as indicated above) listed above and as described in Section IV.B of the announcement, should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 5, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save”. When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List”. This action will move the document over to the box that says, “Mandatory Completed Documents for Submission”.

For documents 6 through 8, you will need to attach electronic files. Prepare your project narrative as described in Section IV. B. of this announcement and save the document to your computer as a MS Word file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form”, and open the form. Click “Add Mandatory Project Narrative File”, and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename”; the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form”. When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List”. The form should now appear in the box that says, “Mandatory Completed Documents for Submission”. Follow the same general procedures for attaching document 8 – the Budget Narrative.

Documents 9 and 10 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach document 10, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission”.

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY 2010 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 2010 Assoc Prog Supp – Back-up Submission”. If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY 2010 Assoc Prog Supp – 2nd Submission”.

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY 2010), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again]. If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>.

Applications submitted through Grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA Region 2 (*not from Grants.gov*) within 30 days of the application deadline, please contact: Adrian Enache, EPA Region 2 Contact, at: 732-906-6769. Failure to do so may result in your application not being reviewed.

V. Application Review Information

Each application that meets the eligibility requirements set forth in Section III will be subjected to a technical and programmatic review based on the criteria below.

A. Application Review

All application packages timely received will first be reviewed by the EPA Region 2 SAI Regional Coordinator. Then EPA will determine if the applications meet threshold eligibility criteria established in Section III. Application packages that meet the threshold eligibility criteria will be evaluated by a panel convened by the EPA Region 2 SAI Regional Coordinator against the evaluation criteria described below.

Comment [EJ1]: Shouldn't this say "Region" before it?

B. Evaluation Criteria

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

Criteria	Points
1. <u>Project Design:</u> Under this criterion, applicants will be evaluated based on the quality and extent to which the proposed project objectives: (i) (10 points) increase implementation of reduced-risk IPM programs; (ii) (10 points) address how human health, the environment and/or community will be improved; (iii) (6 points) build upon or consider lessons learned from existing efforts; and (iv) (6 points) engage in project related partnerships.	32
2. <u>Outreach and Transferability:</u> Under this criterion, applicants will be evaluated based on the quality and extent to which: (i) (6 points) the project includes meaningful involvement of partner organizations and local stakeholders to achieve transfer of reduced-risk IPM tools and techniques; and (ii) (6 points) results of the project will be disseminated to others.	12
3. <u>Sustainability:</u> Under this criterion, applicants will be evaluated based on the quality and extent to which the project efforts are intended to be continued after EPA funding ends.	10
4. <u>Environmental Results—Outcomes and Outputs:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes including those identified in Section I of this announcement.	15

Criteria	Points
<p>5. <u>Staff Expertise/Qualifications:</u> Under this criterion, the Agency will evaluate the Applicant's:</p> <p>(i) (5 points) description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project; and</p> <p>(ii) (5 points) organizational experience and plan for timely and successfully achieving the objectives of the proposed project.</p>	10
<p>6. Whether Project has a Minor Crop Agricultural Production Focus Applicants will be evaluated based on the extent to which the project focuses on minor crop agricultural production. Minor Crop is as defined in FIFRA Section 2: Total US acreage for the crop is less than 300,000 acres as determined by the Secretary of the USDA.</p>	2
<p>7. <u>Programmatic Capability and Past Performance:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.B. of the announcement (5 points), and (ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.B of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (4 points). Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	9
<p>8. <u>Budget/Resources:</u> Under this criterion, the Agency will evaluate the following factors:</p> <p>(i) (5 points) whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes; and</p> <p>(ii) (5 points) whether the budget provides an approximation of the percentage of the budget designated for each major activity.</p>	10
TOTAL POINTS POSSIBLE	100

C. Selection Process

The EPA Region 2 SAI Regional Coordinator will convene a review panel to evaluate the eligible applications based on applicant's ability to meet each criterion listed above. After all applications have been reviewed and ratings developed, the coordinator will prepare a list ranking the applications in priority order from the highest ranking (100 points) to the lowest. The Selection Official will select the top rank applications to fund.

VI. Award Administration Information

A. Award Notices Following evaluation of proposals, all applicants will be notified regarding their status.

1. EPA anticipates notification to the successful applicant will be made via telephone or email by: May 20, 2010. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424.

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The award notice signed by the EPA Award Official is the authorizing document and will be provided through postal mail. At a minimum, this process may take up to 90 days from the date of recommendation.

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail by: May 20, 2010. The notification will be sent to the original signer of the Standard Form (SF) 424.

B. Quality Assurance Requirements

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP must be prepared in accordance with: "EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans".

The QAPP **must** be submitted to EPA Region 2 as outlined in the Term and Conditions of the Assistance Award. Requirements for QAPP's can be found at:

http://www.epa.gov/quality1/qa_docs.html.

C. Administrative and National Policy Requirements

The award and administration of these assistance agreements will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 40 CFR part 32, governing government-wide debarment and suspension, and the provisions in 40 CFR part 40 regarding restrictions on lobbying, apply.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR part 34.

D. Conferences and Workshops

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions:

- Who is initiating the conference/workshop/meeting?
- How will it be advertised?
- Whose logo will be on the agenda and materials?
- What is the percentage of participants, i.e. federal, state, local or public?
- Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community?
- Will program income be generated from this event?

E. Indirect Costs

If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award for this assistance agreement.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments". The local government recipient whose cognizant Federal agency has been designated by the Office of Management and Budget (OMB) must develop and submit its indirect cost rate proposal for approval to its cognizant Federal agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant

Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

F. Nonprofit Administrative Capability Clause

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

G. Human Subjects

A grant recipient must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. 26. For observational studies involving children and/or pregnant women, please refer to Subparts B & D of 40 C.F.R. 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's Institutional Review Board's (IRB) approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

H. Reporting Requirements

Funding recipients must complete project activity report(s) as required by the EPA Region 2 SAI Regional Coordinator. Applicants must provide a final project report at the end of the grant period within 90 days after the close of the project period. Project activity reports must address the status of all objectives and activities outlined in the project (including measures), a statement of impacts, and incurred project expenses.

The project activity report format will be provided to the applicant at the time of award and will be a Term & Condition of the award.

I. Dispute Resolution Process

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed under Section VII.

VII. Agency Contact

If you have questions or need additional information regarding this announcement, please contact your appropriate EPA Region 2 Contact.

A. EPA Region 2 Contact:

Adrian Enache
Pesticides Team Leader
USEPA Region 2
2890 Woodbridge Ave., MS-500
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